

Julio Mendoza  
4138 West 129th Street Apt B  
Hawthorne, CA 90250  
(310) 334-9992 (Cell)  
Email: julorver@yahoo.com

**August, 2017**


**Job Title: Hospitality**

I am seeking an employment opportunity with your company. I am ready to make an immediate contribution that will offer me an opportunity to demonstrate my abilities, capabilities, experience, and enthusiasm to your company. I possess the experience that the job requires.

I am a highly motivated self-starter who can get the job done and I am committed to success characterized my personal and work ethics. Additionally, I would like to use my cooperative skills along with team members to ensure satisfaction to your department superiors.

I look forward in hearing from you.

Sincerely,



Julio Mendoza

John H. Heston  
4138 West 128th Street Apt 8  
Hawthorne, CA 90250  
(310) 894-2002 (Cell)  
Email: jh@hstn.com

August 2017

John H. Heston

I am writing to you today to express my interest in the position of [redacted] at [redacted]. I am ready to make an immediate contribution that will offer me an opportunity to demonstrate my abilities, capabilities, experience, and enthusiasm to your company. I possess the experience that the job requires.

I am a highly motivated and self-starter who can get the job done and I am committed to success. I am a team player and work ethic. Additionally, I would like to use my cooperative skills along with team members to ensure satisfaction in your department.

I look forward to hearing from you.

Sincerely,

  
John H. Heston

**Julio Mendoza**  
4138 West 129<sup>th</sup> Street Apt B  
Hawthorne, CA 90250  
(310) 334-9992 (Cell)  
[martinezjulio490@yahoo.com](mailto:martinezjulio490@yahoo.com)

Hospitality/Houseman/Banquet Server/Busser/Utility Worker

## Skills Summary

*Fluent in English*  
*Hospitality/Customer Service*  
*Laborer*  
*Able to work under pressure*  
*Punctual/Flexible*

*Banquet Server*  
*Customer Service*  
*Reliable and Dependable*  
*Take initiative in projects*  
*Hardworking/Organized*

*Houseman/Utility Worker*  
*Food Service/Food Prep*  
*Able to work well with others*  
*Able to work unsupervised*  
*Enthusiastic/Honest*

## Professional Experience

Fig & Olive Restaurant, West Hollywood, CA

### **Busser 01/2017 - Present**

- Wipe tables or seats with dampened cloths or replace dirty tablecloths.
- Set tables with clean linens, condiments, or other supplies.
- Locate items requested by customers.
- Scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning.
- Perform serving, cleaning, or stocking duties in establishments, such as cafeterias or dining rooms, to facilitate customer service.

Pat Catering, Beverly Hills, CA

### **Banquet Server, 08/2014- Present**

- On-call Banquet houseman attendant, prepare banquet tables; wipe tables or seats with dampened cloths or replace dirty tablecloths; set tables with clean linens, condiments, or other supplies; scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning; clean up spilled food or drink or broken dishes and remove empty bottles and trash; perform serving, cleaning, or stocking duties in establishments, such as cafeterias or dining rooms, to facilitate customer service; maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays.

Sheraton Delfina Hotel, Santa Monica, CA

### **Banquet Server/Houseman, 07/11 - Present**

- On-call Banquet houseman attendant, prepare banquet tables; wipe tables or seats with dampened cloths or replace dirty tablecloths; set tables with clean linens, condiments, or other supplies; scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning; clean up spilled food or drink or broken dishes and remove empty bottles and trash; perform serving, cleaning, or stocking duties in establishments, such as cafeterias or dining rooms, to facilitate customer service; maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays.
- Serve ice water, coffee, rolls, or butter to patrons.

California Yacht Club, Marina Del Rey, CA

### **Banquet Server/Busser, 07/09 - 06/11**

- Checked with customers to ensure that they are enjoying their meals and take action to correct any problems; took orders from patrons for food or beverages; Served food or beverages to patrons, and prepare or serve specialty dishes at tables as required; prepared hot, cold, and mixed drinks for patrons, and chill bottles of wine; provided guests with menus; talk with patrons to ensure satisfaction with food and service, to respond to complaints, or to make conversation; maintained contact with kitchen staff, management, serving staff, and customers to ensure that dining details are handled properly and customers' concerns are addressed; inspected dining and serving areas to ensure cleanliness and proper setup; inspect restrooms for cleanliness and availability of supplies and clean restrooms when necessary.

Broadway Solutions Inc. Temporary Agency, Carson, CA

### **Machine Operator, 03/08 - 05/09 (Temporary)**

- Inspect workpieces for defects, and measure workpieces to determine accuracy of machine operation, using rules, templates, or other measuring instruments; read blueprints or job orders to determine product specifications and tooling instructions and to plan operational sequences; select, install, and adjust alignment of drills, cutters, dies, guides, and holding devices, using templates, measuring instruments, and hand tools; start machines and turn handwheels or valves to engage feeding, cooling, and lubricating mechanisms; perform minor machine maintenance, such as oiling or cleaning machines, dies, or workpieces, or adding coolant to machine reservoirs.

## Education/Certificates

SerSafe California Food Handler

**Certificate 2017**

Centro Educativo Obrero, High School, Orizaba Veracruz, MEX.

**General Studies**

Redondo Beach Christian Center, Redondo Beach, CA

**Accounting (Entry-Level) Certificate**

**REFERENCES AVAILABLE UPON REQUEST**





**Multiple Choice**

- A 1) Food is served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- D 2) Drinks are served on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- D 3) Food and drinks are removed on what side with what hand?  
a) On the left side with the left hand  
b) On the left side with the right hand  
c) On the right side with the left hand  
d) On the right side with the right hand
- B 4) What part of a glass should you handle at all times?  
a) The stem  
b) The widest part of the glass  
c) The top
- D 5) When you are setting a dining room how should you set up your tablecloths?  
a) Neatly and evenly across the tables  
b) The creases should all be going in the same directions  
c) The chairs should be centered and gently touching the table cloth  
d) All of the above
- D 6) If you bring the wrong entrée to a guest what should you do?  
a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn  
b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served  
c) Try to convince the guests to eat what you brought them  
d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

**Match the Correct Vocabulary**

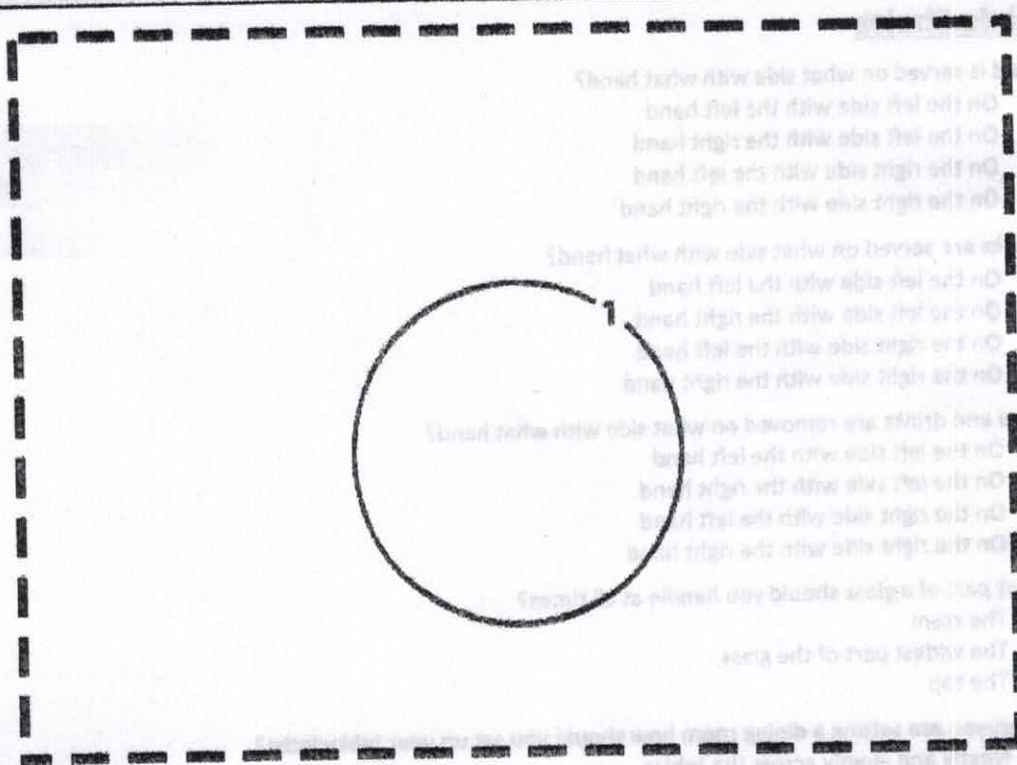
- |                          |   |
|--------------------------|---|
| <u>D</u> Scullery        | A. Metal buffet device used to keep food warm by heating it over warmed water   |
| <u>E</u> Queen Mary      | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>A</u> Chaffing Dish   | C. Used to hold a large tray on the dining floor  |
| <u>G</u> French Passing  | D. Area for dirty dishware and glasses  |
| <u>B</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored   |
| <u>F</u> Corkscrew       | F. Used to open bottles of wine   |
| <u>C</u> Tray Jack       | G. Style of dining in which the courses come out one at a time  |

Name

Julio Mendoza

## Servers Test

Score / 35



**Draw a formal place setting containing all of the following:**

- |                            |                  |                      |
|----------------------------|------------------|----------------------|
| 1. Service Plate           | 7. Teaspoon      | 13. Water Glass      |
| 2. Salad Plate             | 8. Soup Spoon    | 14. Red Wine Glass   |
| 3. Bread Plate & Knife     | 9. Salad Fork    | 15. White Wine Glass |
| 4. Napkin                  | 10. Dinner Fork  |                      |
| 5. Name Place Card         | 11. Dessert Fork |                      |
| 6. Tea/Coffee Cup & Saucer | 12. Dinner Knife |                      |

**Fill in the Blank**

- The utensils are placed 2 inch(es) from the edge of the table.
- Coffee and Tea service should be accompanied by what extras? Lemon - Honey
- Synchronized service is when: \_\_\_\_\_
- What is generally indicated on the name placard other than the name? guest seat
- The Protein on a plate is typically served at what hour on the clock? 12
- If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately?

tell the Manager or Captain